Ace Your Daily Standups

NK Shrivastava, PMP, RMP, ACP, CSP, SPC4
CEO/Enterprise Agile Coach - RefineM

Agenda

1. Introduction
2. Standups
3. Best Practices
   - The Scrum Daily Standup
   - The Kanban Standup
4. Common Mistakes to Avoid
5. Quiz – Winner will get a RefineM prize!
6. Summary / Q&A

RefineM's Virtual Lunch & Learn

This is a monthly webinar delivered during the lunch hour in the first week (Thursdays) of every month.

It's designed to help you learn while you eat lunch, providing a relaxed environment to enhance your experience.

The monthly webinars will cover a variety of Project Management / Agile topics.

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Level Setting

What do you expect from this webinar?

Go to **menti.com** to answer

NK Shrivastava
PMP, RMP, ACP, CSP, SPC4

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  - ✔ Board member of SWMO PMI Chapter (2008-2014)

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What's New at RefineM

Upcoming Free Webinar	Date
Ace Your Sprint Planning	May 12

RefineM Products	Self-Paced Online Training
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Survey Question

How important do you think daily standups are to your team's success?

A. Very Important!

B. Not Important.

C. We don't do daily standups.

D. Other

Answer on **Menti.com**

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7

Daily Standups

At a high level, a daily standup meeting is an opportunity for the project team to discuss a project's progress and relevant items.

The daily standup is designed to encourage an active, short meeting. The discomfort of standing for a long time will keep the meetings brief and productive.

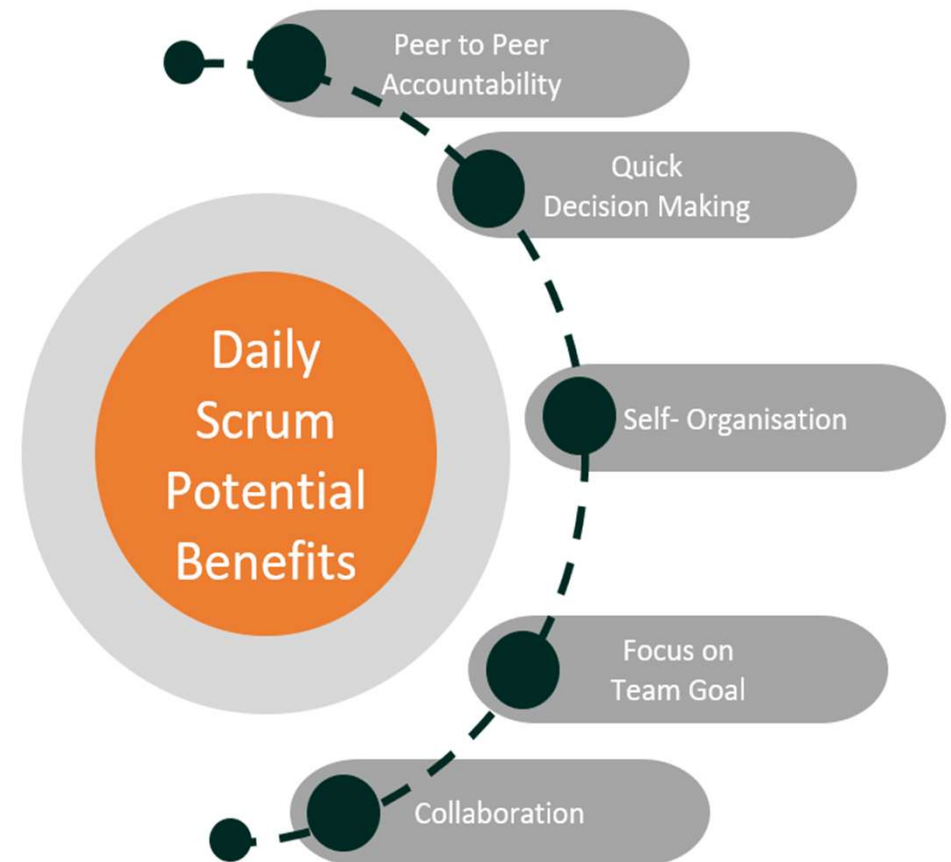Today, we will cover two specific types of standups:
1. **Scrum Daily Standups,** and
2. **Kanban *Daily* Standups**

Scrum Daily Standups

1. Why Behind Daily Scrum
2. Duration and Frequency
3. Who Facilitates Daily Standups
4. Three questions during the Standups
5. The Scrum Board
6. How to use Scrum Board Effectively

The "Why" Behind Daily Scrum

1. "Alignment" towards the sprint goal.

2. Inspect and Adapt the Sprint backlog.

3. It is not a status meeting. It is for Delivery Teams to communicate with each other.

4. Identify impediments/blockers and track their resolutions

Daily Scrum Potential Benefits

- Peer to Peer Accountability
- Quick Decision Making
- Self-Organisation
- Focus on Team Goal
- Collaboration

Duration and Frequency

The Daily Scrum is conducted every day, ideally at the same place and same time.

The Daily Scrum usually lasts for 15 minutes, but can be extended to 30 minutes;

- The first 15 mins are focused on work (board, cards, blockers, etc.) and mandatory for the entire team (incl. PO)
- Each team member should communicate whatever they want in less than a minute. Anything longer than that should be moved to the parking lot.

- The second half of the meeting is used for parking lot items that may need more discussion/conversation, and may need only those who are impacted by the parking lot item(s) and optional for everyone else.

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Who Facilitates?

1. Generally, the Scrum Master can facilitate the daily standups
2. However, team members should be empowered to facilitate daily standups. They can take turns to facilitate the standups.
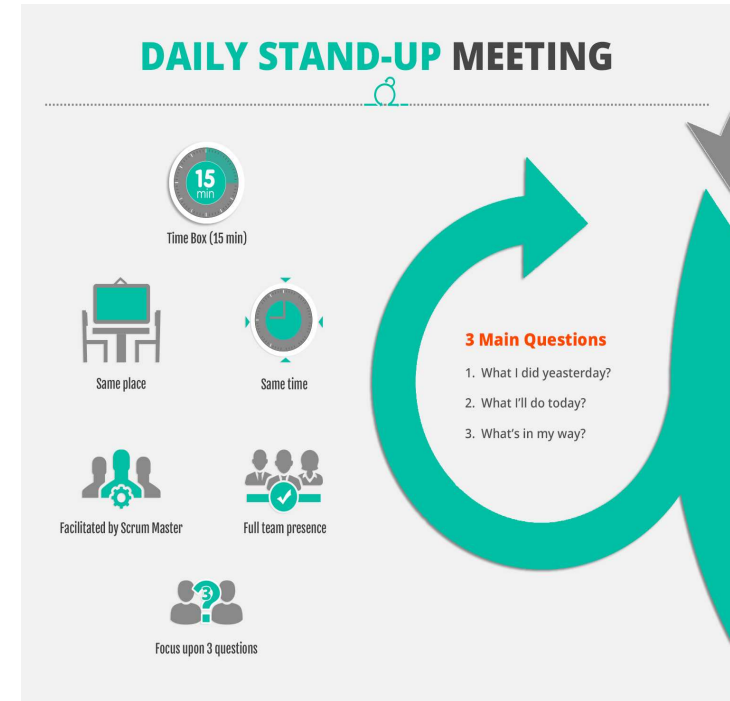3. Regardless of who is facilitating, the team should strictly follow the timeboxing.

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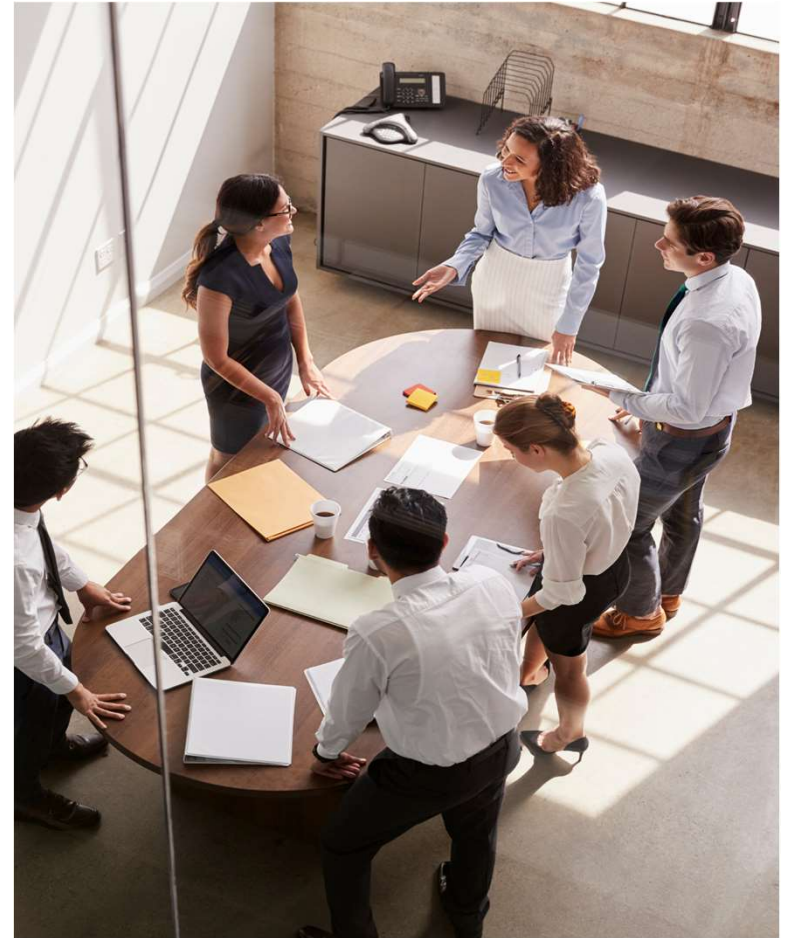
Three Questions during Daily Scrum

Old Questions

1. What I did yesterday?
2. What I'll do today?
3. What's in my way?

New Questions

1. Are we on target to complete the sprint as planned?
2. If not, what is blocking us?
3. Who can help remove the blocker(s)?

DAILY STAND-UP MEETING

Time Box (15 min)

Same place

Same time

Facilitated by Scrum Master

Full team presence

Focus upon 3 questions

3 Main Questions

1. What I did yeasterday?
2. What I'll do today?
3. What's in my way?

Source:
https://guide.quickscrum.com/scrum-guide/daily-stand-up/

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Scrum Board - Daily Scrum

Projects / Beyond Gravity

Board

⚡ 🕐 4 days remaining **Complete sprint** •••

🔍 👥👥👥👥 +3   Epic ⌄   GROUP BY   Choices ⌄

TO DO 12	IN PROGRESS 4	IN REVIEW 4	DONE 4
Implement feedback collector 🏷 NUC-205 9 ⌄ 👤	**Update T&C copy with v1.9 from the writers guild in all products that have cross country compliance** ⬛ NUC-213 ⑂ 1 ⏫ 👤	**Multi-dest search UI web** 🏷 NUC-338 5 ⌃ 👤	**Quick booking for accomodations - web** 🏷 NUC-336 ✓ ⑂ 4 ⏬ 👤
Bump version for new API for billing ⬛ NUC-206 3 = 👤	**Tech spike on new stripe integration with paypal** ⬛ NUC-215 3 ⏫ 👤		**Adapt web app no new payments provider** ⬛ NUC-346 ✓ ⑂ 3 ⌄ 👤
Add NPS feedback to wallboard ⬛ NUC-208 1 ⏬ 👤	**Refactor stripe verification key validator to a single call to avoid timing out on slow connections** 🏷 NUC-216 3 ⏫ 👤		**Fluid booking on tablets** 🏷 NUC-343 ✓ 5 = 👤
	Change phone number field type to 'phone' ⬛ NUC-217 ⑂ 1 ⏬ 👤		**Shoping cart purchasing error - quick fix required.** ⬛ NUC-354 ✓ 1 ⏫ 👤

Source:
https://www.atlassian.com/software/jira/features/scrum-boards

How to Use a Scrum Board Effectively

1. Use a team board for the Standups to visualize work for the entire team.
2. The board should follow a Value Stream Map (VSM) for user stories.
3. Make sure all your work is on the board. If not, then create card(s) and bring all of it on the board.
4. Move right to left on the board. Focus should be on "closing" the cards that are in-progress rather than "opening" new cards.
5. Identify blockers, risks, and calls for help as you move right to left on the board. The priority is as follows – (a) blocked cards, (b) delayed cards, and (c) other cards
6. Review your WIP (Work in Progress), and make sure there are not too many cards open. No team member should not exceed their WIP limits.
7. Update your cards before the Standups and be ready to talk about your cards and blockers during the Standups.
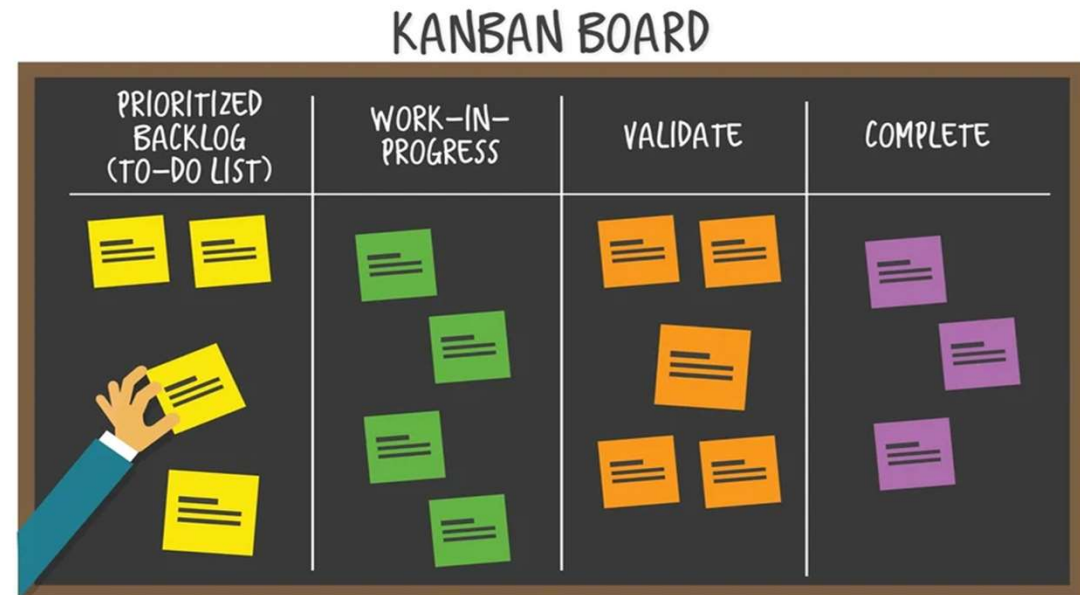
Kanban *Daily* Standups

1. Why Behind Kanban Standups
2. Duration and Frequency
3. Who Facilitates Kanban Standups
4. The Kanban Board
5. How to use the Kanban Board Effectively

The "Why" Behind Kanban Standups

1. Inspect and Adapt the Flow

2. Identify impediments/blockers and track their resolutions

Duration and Frequency

1. Frequency is as needed
2. Total standup is 30 minutes. First 15 minutes are focused on work (board, cards, blockers, etc.) and mandatory for everyone to attend.
3. Next 15 minutes are for parking lot items that may need more discussion/conversation, and may need only those who are impacted by the parking lot item(s).
4. If there are no parking lot items, then the meeting ends in 15 minutes.
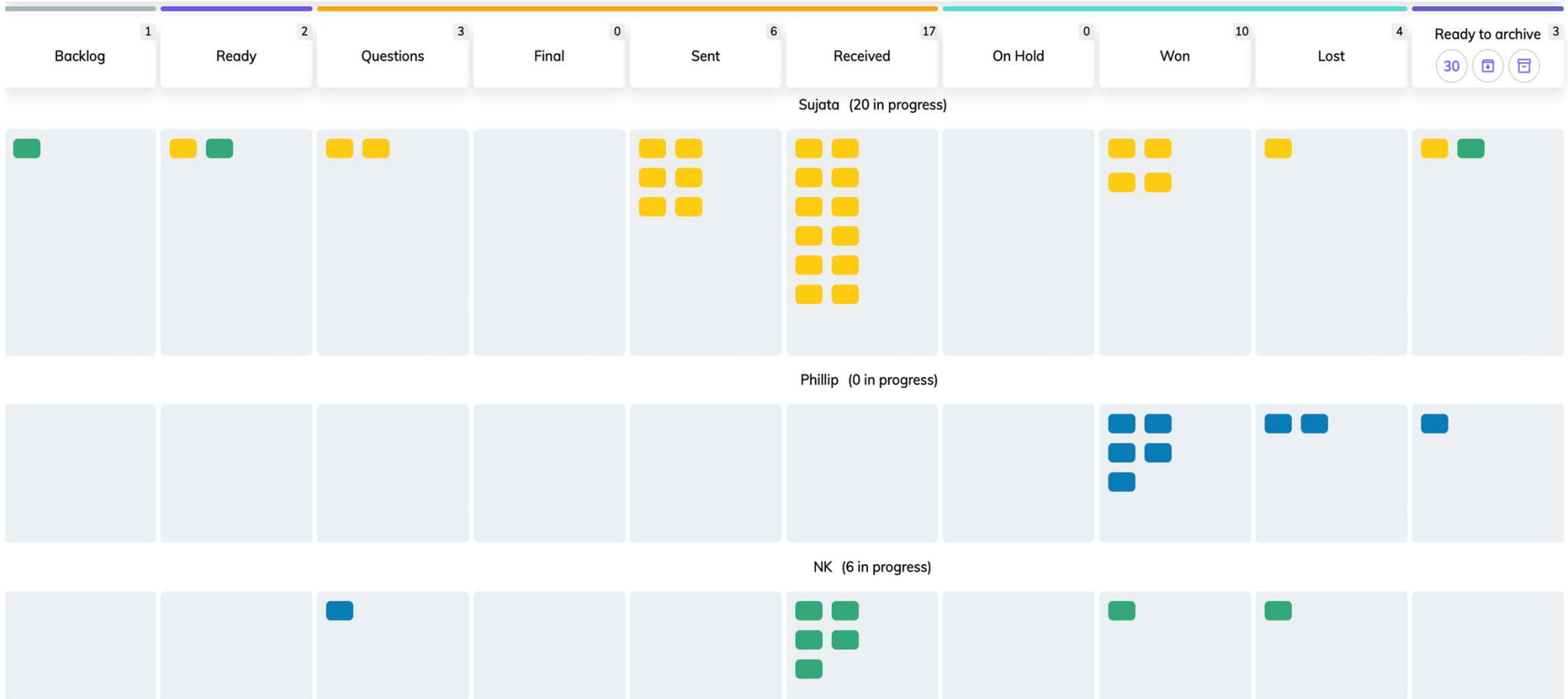

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Who Facilitates?

1. Anyone can facilitate the Kanban Standups
2. The team usually self-regulates to streamline the process for the entire project
3. Team members will take turns giving updates on tasks;
4. The Kanban standup promotes greater transparency into current workflows and issues for the entire team.

The Kanban Board

Backlog	1	Ready	2	Questions	3	Final	0	Sent	6	Received	17	On Hold	0	Won	10	Lost	4	Ready to archive	3

Sujata (20 in progress)

Phillip (0 in progress)

NK (6 in progress)

Contact@RefineM.com

20

How to Use the Kanban Board Effectively

1. Use a board for the standup to visualize work.
2. Review cards on the board **from right to left** on the board.
3. The focus should be on "closing" the cards that are in-progress, rather than "opening" new cards.
4. Identify blockers, risks and calls for help as the team moves right to left on the board.
5. The priority is as follows – (a) blocked cards, (b) delayed cards, and (c) other cards
6. What does the team need to hear about a card? (a) Why a card is blocked, delayed or at risk, (b) What is needed to move the card to the next column and (c) anything else you want to relay for the benefit of the team or to move the card to the right.

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21

Common Mistakes to avoid during Daily Scrum

Let's avoid this...

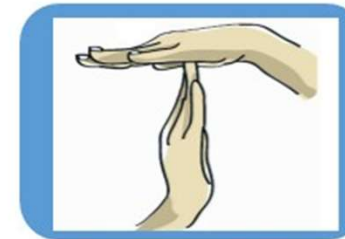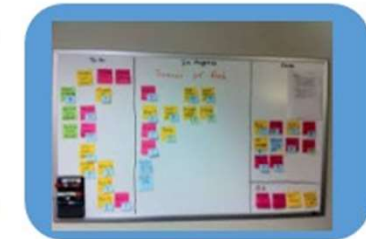|				
Not Standing (Daily Sit Down)	Not at Same Place, Same Time	TMs Joining Late	PO can't join	Reporting to the Leader
I can't remember what I did	Story Telling	Not discussing impediments until last minute	Missing Important Updates	Allowing Distractions (Tea, Phone calls, Saying "Hi" to passers by)
Starting a Side Discussion/Whispering	Problem Solving	Not listening to other TMs	Not limiting to 15 mins	Not using Physical Status Board

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Survey Question

How will you change your daily standup practices after participating in today's webinar?

Go to **menti.com** to answer

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23

Quiz

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**Winner gets free access (100% discount)
to one of RefineM's products of their choice**

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   1. Agile Fundamentals, or
   2. Project Management Fundamentals

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1. **Log in to** ccrs.pmi.org and **Click** on "Report PDUs" link.
2. **Click** "Courses and Training" and **Input** the following:

PDU Claim Code	**39903ISASP**
Activity Name	*"Ace Your Daily Standups"*
Provider	"RefineM LLC"
Date Started/Completed	April 7, 2022
Contact Person	NK Shrivastava
Contact Phone	(417) 763-6762
Contact Email	Trainings@RefineM.com
PDUs	1.00 Technical.

3. **Check** "I agree this claim is accurate" box and then **Submit.**

Please claim your PDU by end of April 2022.
Claim code will expire after that date.

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27

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Leadership Courses	Online
Agile Leadership	May 5
Leadership Skills for Project Managers	April 29

28

Questions?

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29